

Proposal Review Committee
February 14, 2011
Statewide Benefits Office
Duncan Building, Ste. 320, Dover, Delaware

Public Session: 8:35 a.m.

The Proposal Review Committee met on February 14, 2011, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Statewide Benefits
Faith Rentz, OMB, Deputy Director, Statewide Benefits
Ann Skeans, OMB, PBM Benefit Program Lead, Statewide Benefits
Lois Houston, OMB, PBM Benefit Specialist, Statewide Benefits
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits
Wendy Brown, Department of Health and Social Services
Mike Casey, Department of Finance
Lori Christiansen, Office of Controller General
Erin Guerke, Office of the Treasurer
Jennifer Vaughn, Office of Insurance
Hitesh Patel, Aon Consulting
Mike Casey, Aon Consulting

Introductions/Sign In

Ms. Lakeman called the meeting to order at 8:35 a.m.

Approval of Minutes

Ms. Lakeman requested a motion to approve of the minutes from the January 18, 2011, meeting of the Proposal Review Committee (PRC). A motion was made by Ms. Christiansen and seconded by Mr. Casey (Finance). The motion was approved with unanimous voice vote.

Discussion of Prescription Pharmacy Manager RFP

Ms. Lakeman requested a motion to move into executive session for review and discussion of the finalists' responses and to interview two of the four finalists. Ms. Guerke made the motion and it was seconded by Ms. Vaughn. Upon approval of the motion by unanimous voice vote, the PRC moved into Executive Session at 8:40 a.m.

Adjournment

Upon conclusion of the Executive Session, a motion was made by Ms. Brown at 3:54 p.m. to move back into the Public Session and Ms. Vaughn seconded. Upon approval of the motion by unanimous voice vote, the PRC moved into Public Session at 3:55 p.m. There being no further business, Ms. Lakeman requested a motion to adjourn. Ms. Guerke made a motion to adjourn and Ms. Brown seconded. Upon unanimous voice approval, the meeting was adjourned at 3:56 p.m. Please note there were no public attendees.

Respectfully submitted,



Laurene M. Ehemann
RFP and Contract Coordinator